

LAI Cross-Training Resources

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Log in to Blackboard

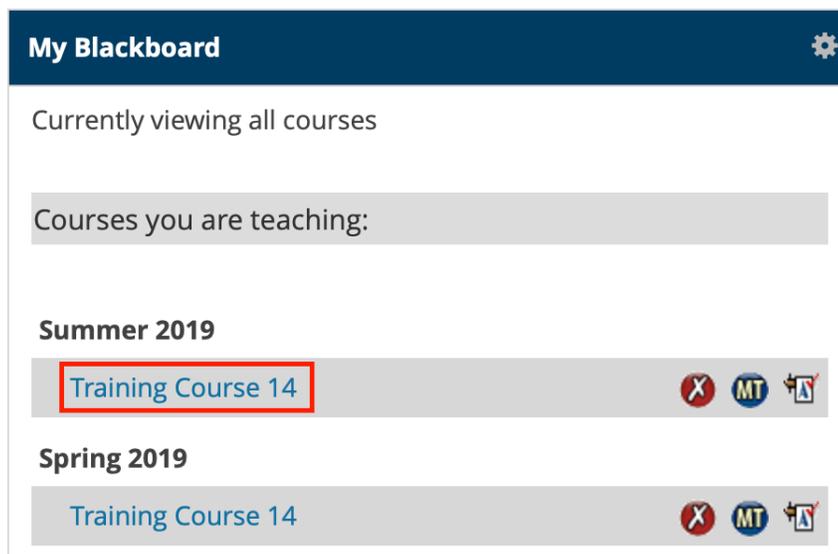
1. Open a web browser and go to blackboard.gwu.edu.
2. Enter your **GW NetID** (username) and **password** and click **Login**.
Your GW NetID is the part of your GW email address before the “@” symbol.



The screenshot shows the Blackboard login interface. At the top is the 'Blackboard' logo. Below it is a 'Username' section with a text input field containing 'NetID'. Underneath is a 'Password' section with a masked text input field. A 'Login' button is located below the password field. At the bottom left of the form is a blue link that says 'Forgot your password?'.

Note: For assistance with logging in, please contact the [GW Division of IT](#) at 202-994-4948.

3. After successfully logging in, you will see a list of courses to which you have access.
To open a course, click on the name.

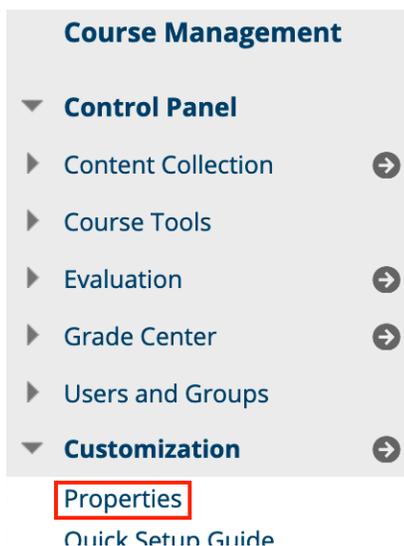


The screenshot shows the 'My Blackboard' dashboard. At the top is a dark blue header with the text 'My Blackboard' and a gear icon. Below the header, it says 'Currently viewing all courses'. There is a grey bar with the text 'Courses you are teaching:'. Underneath, there are two sections for courses. The first section is 'Summer 2019' and contains a course entry 'Training Course 14' which is highlighted with a red box. To the right of the course name are three icons: a red 'X', a blue circle with 'MT', and a calendar icon. The second section is 'Spring 2019' and contains a course entry 'Training Course 14' with the same three icons to its right.

Make a Blackboard Course Available to Students

Blackboard courses are always accessible to instructors and teaching assistants; however, a course must be made available before students can access it. Both instructors and teaching assistants can make a course available or unavailable at any time.

1. Log in to Blackboard and open the course you want to make available.
2. Scroll down to the **Control Panel**, click on **Customization**, and then select **Properties**.



3. Under **Set Availability**, click **Yes**.

SET AVAILABILITY

Make this course available to users?

Make Course Available

Yes

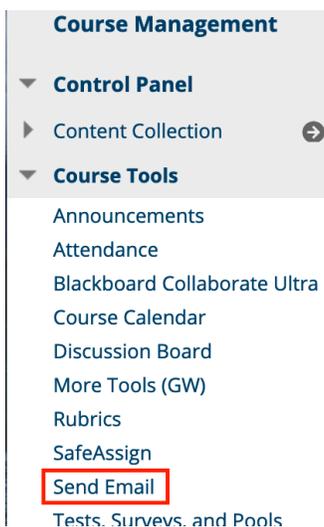
No

4. Click **Submit** to save your changes. Students can now see your course in their course listings.

Send Email using Blackboard

The Blackboard email tool allows you to send email messages to individual students or groups of users in a Blackboard course. Emails are sent to the recipient's GW email address.

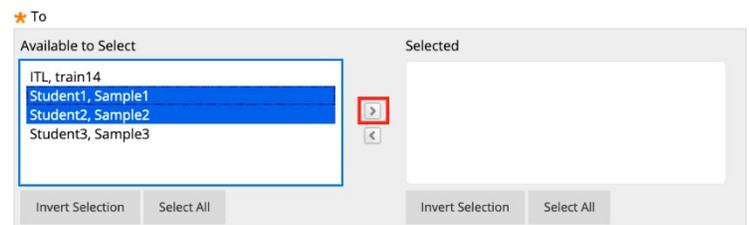
1. Open the Blackboard course from which you want to send an email.
2. Go to the **Control Panel**, click **Course Tools** and then **Send Email**.



3. On the *Send Email* page, choose the **recipients** of your message:

- **All Users:** Send email to all of the users in the Course.
- **All Groups:** Send email to all of the Groups in the Course.
- **All Teaching Assistant Users:** Send email to all of the Teaching Assistants in the Course.
- **All Student Users:** Send email to all of the Students in the Course.
- **All Instructor Users:** Send email to all of the Instructors in the Course.
- **Single/Select Users:** Select which users will receive the email.
- **Single/Select Groups:** Select which Groups will receive the email.

4. For *Single/Select Users* or *Groups*, select the recipients in the **Available to Select** box and use the right arrow to move them into the **Selected** box.



5. Enter a **Subject** and **Message**. Do not leave the subject blank, the message may not be delivered.

6. Check the **Return Receipt** box to receive a copy of the email with a list of the recipients.

A copy of this email will be sent to the sender.

Return Receipt



7. To attach files, click on **Attach a file** and then select **Choose File** to browse your computer.

Attachments

Attach a file

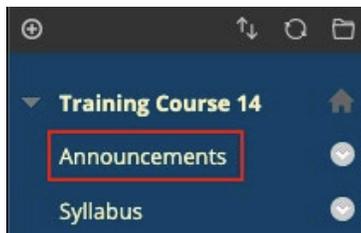
8. Click **Submit** to send your message.

Note: Blackboard does NOT keep a record of your email so be sure to keep a copy of important messages in you GW email inbox in case you need them at a later date.

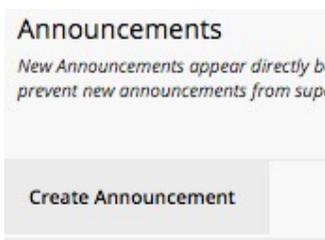
Post a Blackboard Announcement

The Announcements page, by default, is the first page students see upon entering a course. Use this tool to post helpful updates and course information.

1. On the *Course Menu*, click on **Announcements**.



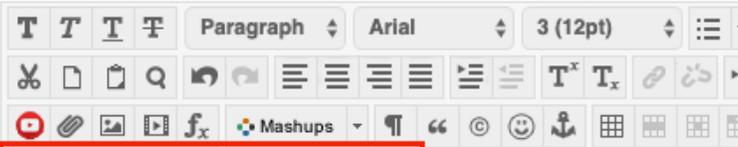
2. Click **Create Announcement**.



3. Enter a title in the **Subject** field and type a message to students in the **Message** field.

★ Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



4. Optionally, select the **Email Announcement** check box to also send this announcement as an email to students' GW email accounts.

Email Announcement

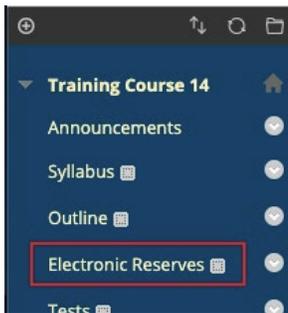
Send a copy of this announcement immediately

5. When finished, click **Submit**.

Add Files to a Blackboard Course

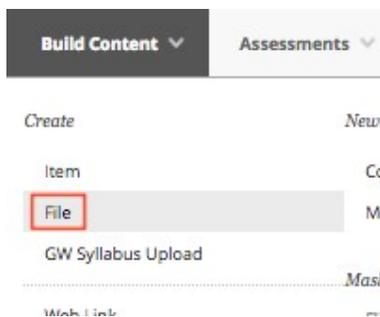
Adding files to Blackboard is a great way to distribute documents to students. You can upload any kind of file, but students may need to download some types, such as Microsoft Word, to view them. Files can be added to a Blackboard course in a variety of ways. The steps below outline how to add a single file.

1. In a Blackboard course, go to the *Course Menu* and click on the **Content Area** in which you want to add files such as *Electronic Reserves*.



Note: You can add files to any [Content Area](#) (e.g., *Outline, Assignments, Week 1, etc.*).

2. Select **Build Content** and then choose **File**.



3. Type a **Name** for the file and click **Browse My Computer** to choose a file saved on your computer.

SELECT FILE _____

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**. Click **No** to display the file within the Course environment or **Yes** to display it as a separate page.

Name

Color of Name Black

Find File

Selected File
File Name **file.docx**
File Type **DOCX**

Note: Click **Select a Different File** to upload a different file.

4. Click **Submit** to finish. Students can click on the link to the file to view it.

 **Getting Support**

instructioncore@gwu.edu

You are welcome to contact the Instructional Core at instructioncore@gwu.edu. Your inquiry will be directed to the most appropriate unit for follow up.

| | | |
|---|---|---|
| <p>Instructional Technology Lab Faculty and TA Blackboard support</p> | <p>GW Information Technology GW-wide tech support (e.g., GW email, WebEx, Office 365)</p> | <p>GW Libraries Readings, articles, and more</p> |
| <p>202-994-0485 itl@gwu.edu https://itl.gwu.edu Gelman B05</p> | <p>202-994-4948 ithelp@gwu.edu https://it.gwu.edu Academic Center B102</p> | <p>202-994-6558 gelman@gwu.edu https://library.gwu.edu Gelman Library</p> |

 **Getting Started**

Brand new to **Blackboard**? [This ITL guide can help you get started.](#)

Begin with manageable steps.

- Review this document and its resources.
- Identify the most key things students need to know or do.
 - **For example ...**
 - Are students able to access GW email and Blackboard? (they can contact [GW Information Technology](#))
 - Do they need to view a lecture presentation?
 - Will they need to submit a course assignment?
- Choose one or two technologies you can use this week and then learn by doing.
 - **For example ...**
 - [Upload your syllabus and/or another file](#) in Blackboard, and then
 - [Post a Blackboard Announcement](#) that is sent as an email to students, letting them know that you have posted those files in Blackboard.

Communication is key.

- Use Blackboard’s [Announcements](#) and [Email](#) tools to send course updates and to facilitate clear, centralized communication with your students.
- Blackboard’s [Discussion Board](#) provides a space for you and students to discuss key concepts outside of class (not in real-time).

Meet with students in real-time.

- Review [Blackboard Collaborate Ultra](#) information and consult with the Instructional Technology Lab (202 994 0485).
- Hold office hours via Collaborate Ultra, or
- Host a live class session via Collaborate Ultra during your regularly-scheduled time.
- Provide students [Collaborate Ultra information for participants.](#)

GW teams are here to help.

- The units listed on this document – ITL, GW IT - are here to support you.

- Student questions about Blackboard, email, and any other technologies are directed to [GW Information Technology](#) (202-994-4948).

Teaching with Technology Matrix

| What do you want to do? | Approach | Tools | Ease of use (1=easy, 3=challenge) |
|---------------------------|---|---|-----------------------------------|
| Communicate with students | Quick check in, make clarifications, etc. | Post an Announcement to your students | 1 |
| Check in with students | Have students complete a survey on concepts, projects, etc. within Blackboard | Create a survey and post for students to complete | 1-2 |
| | Have students complete a Google Form survey | Create and share a Google Form survey | 1-2 |
| Explain concepts | Record a lecture via Echo360 | 1. Add the Echo360 tool to your course (if you haven't already) 2. Record a lecture using personal lecture capture and edit as needed . 3. Share your lecture capture into Blackboard | 3 |
| | Record a lecture via narrated PowerPoint | Record a narrated PowerPoint on personal laptop and upload the video file to Blackboard | 2 |
| | Provide written explanation | Post a Word document or PowerPoint slides into Blackboard | 1 |
| Demonstrate a technique | Live synchronous session (this can be recorded) | Hold a Blackboard Collaborate live session | 2 |
| Illustrate, show an image | Upload to Blackboard | Create an "Item" in Blackboard and upload an image | 1 |
| | Use PowerPoint to post to Blackboard | Upload a PowerPoint file or post in a Blackboard Discussion Board | 1 |
| | Share a YouTube video exploring the concept | Use the Blackboard Mashup tool to find a Youtube video to share | 2 |
| Have a discussion | Hold a synchronous discussion | Hold a Blackboard Collaborate live session | 2 |
| | Hold a written, asynchronous discussion | Set up a Blackboard Discussion forum or use the Blackboard Blog tool | 1 |
| | Have students verbally comment on image or graph | Create a Voicethread assignment (additional Voicethread Guide 1 and | 3 |

| | | | |
|--|--|---|-----|
| | | VoiceThread Guide 2) | |
| | | Upload a PowerPoint file or post in a Blackboard Discussion Board | |
| Have students collaborate on a project | Have students placed in designated groups with their own private group page | Create and assign students to groups and have them complete an assignment. | 2-3 |
| | Have students work together through assigned discussion boards | Create a discussion board | 1 |
| Provide feedback on student work | Have students submit work via Assignment tool and write feedback directly in Blackboard assignment | Create an assignment in Blackboard | 1 |
| Have student peer review work | Students post and comment on work | Create a discussion board | 1 |
| Student personal reflections | Provide a space visible only to you and the student | Create a blog (not private) or private journal in Blackboard | 1 |
| Assess students | Have students take a test or quiz | Create and administer a test | 1-2 |
| NOTE: Live virtual sessions or meetings also can be held on WebEx. Consult GW Information Technology for support. | | | |